

CITY OF BURBANK

RECREATION SERVICES MANAGER

DEFINITION

Under direction, manages the development and delivery of services in indoor and outdoor recreation, cultural and human services facilities and operations; and do related work as required.

ESSENTIAL FUNCTIONS

Under direction, manages and directs service areas such as sports, aquatics, cultural arts, community services, human services, youth services or recreation services; participates in the departmental management team; recruits, supervises, trains, and evaluates personnel; recommends and initiates disciplinary actions as needed, up to and including termination; attends meetings and conferences; evaluates and prepares staff reports, surveys and analysis; prepares and presents a variety of written and oral reports to City Council, boards, and other community agencies; monitors and manages contractual agreements; may participate in management of capital improvement projects; participates in the development, implementation, and management of departmental, divisional and sectional budgets; assists in the development and implementation of departmental policies and procedures; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of recreation administration.
- Ability to - motivate, evaluate, and guide staff; prioritize, and implement department goals; communicate effectively orally and in writing, exercise good judgment and decision-making; establish and maintain effective working relationships with supervisors, co-workers, and the public; create a positive rapport with public officials, school officials, and the community at large; analyze trends and suggest program improvements; and understand funding sources and strategies.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with major work in Leisure Studies or closely related field and three years of recent full-time paid supervisory experience in a recreational, cultural, or community services program.

NOTE: A degree is preferred; however, additional full-time paid supervisory experience may be substituted for the required education on a year-for-year basis for a maximum of two years. A Master's Degree in Leisure Studies or closely related field may be substituted for one year of the full-time paid supervisory experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Grant and report writing experience; knowledge of basic computer skills, and ability to communicate in a second language.